
Expedient User Manual – Debtors Module



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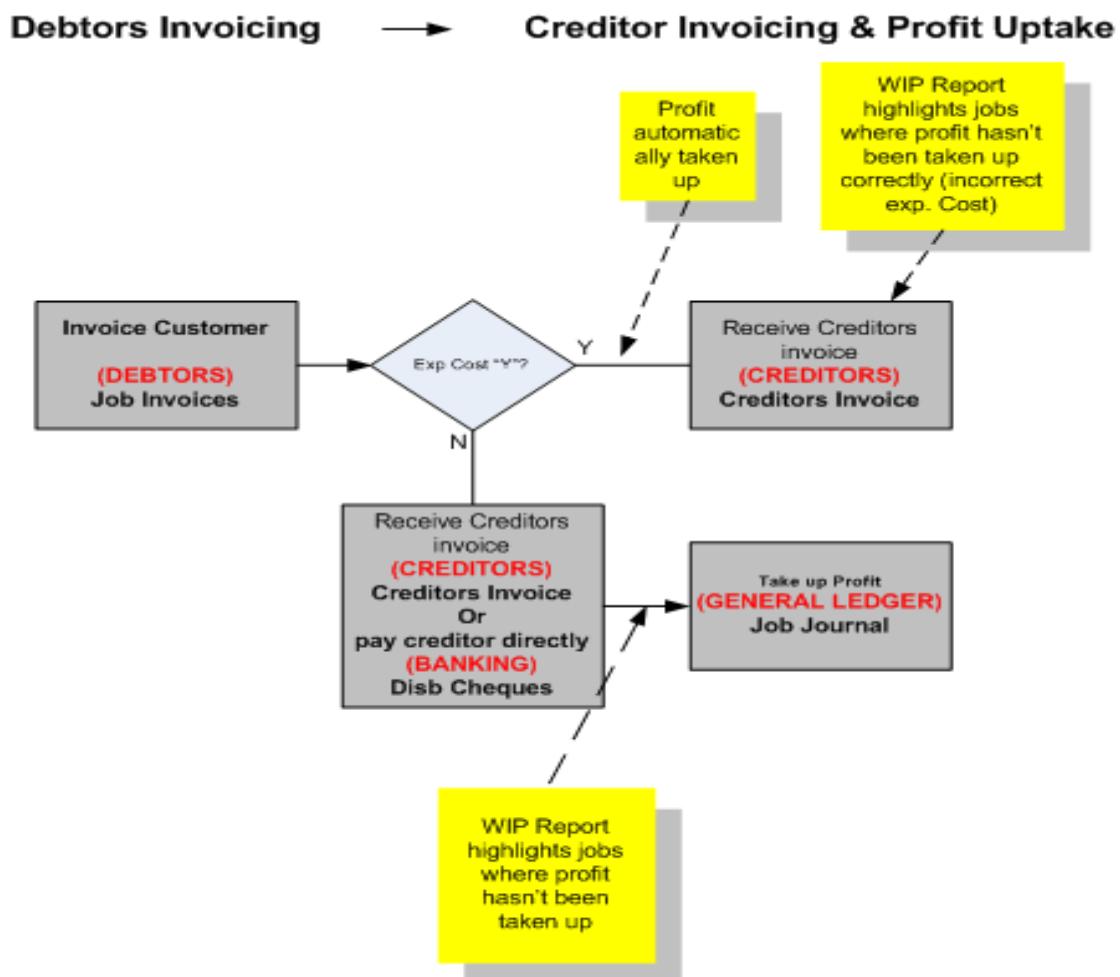
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DEBTORS INTRODUCTION

Expedient software contains an Accounting Modules, one of which is the Debtors function. The Debtors Function allows users to manage, invoice, monitor debtors invoicing and payments.

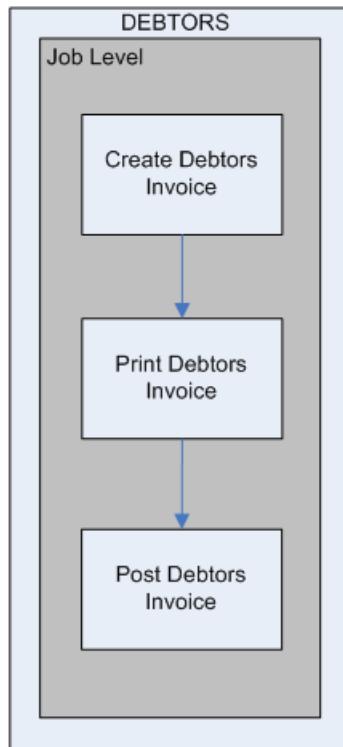
Accounting Overview



Debtors

After you have logged in, click on the Debtors Folder. Doing this will display the following Functions.

Invoice Process



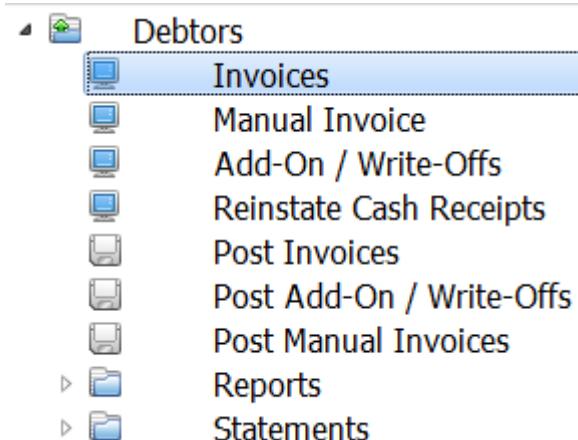
Job Invoices

The purpose of creating Job Invoices is to bill your client's money for which you have supplied services to them. Some of these items will be that of passing on a direct cost like Customs Duty or direct profit such as Agency and Attendance.

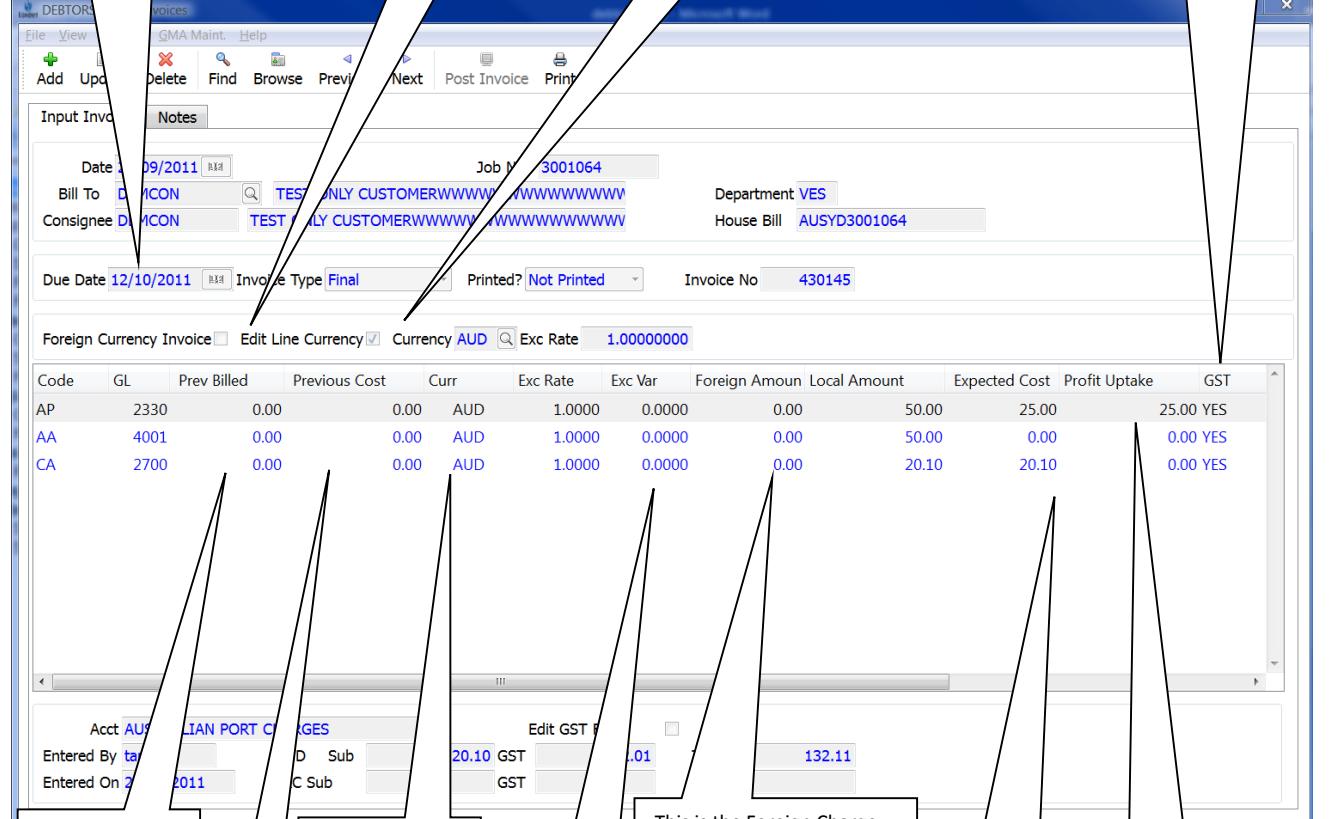
Expedient has 2 ways of creating an invoice. The first one is described in this document via:

Debtors Menu –Invoices

The second option is to create the invoice via the Job Registration process found within Customs and/or Forwarding Modules. For further information on this please refer to the Job Registration User Manual.



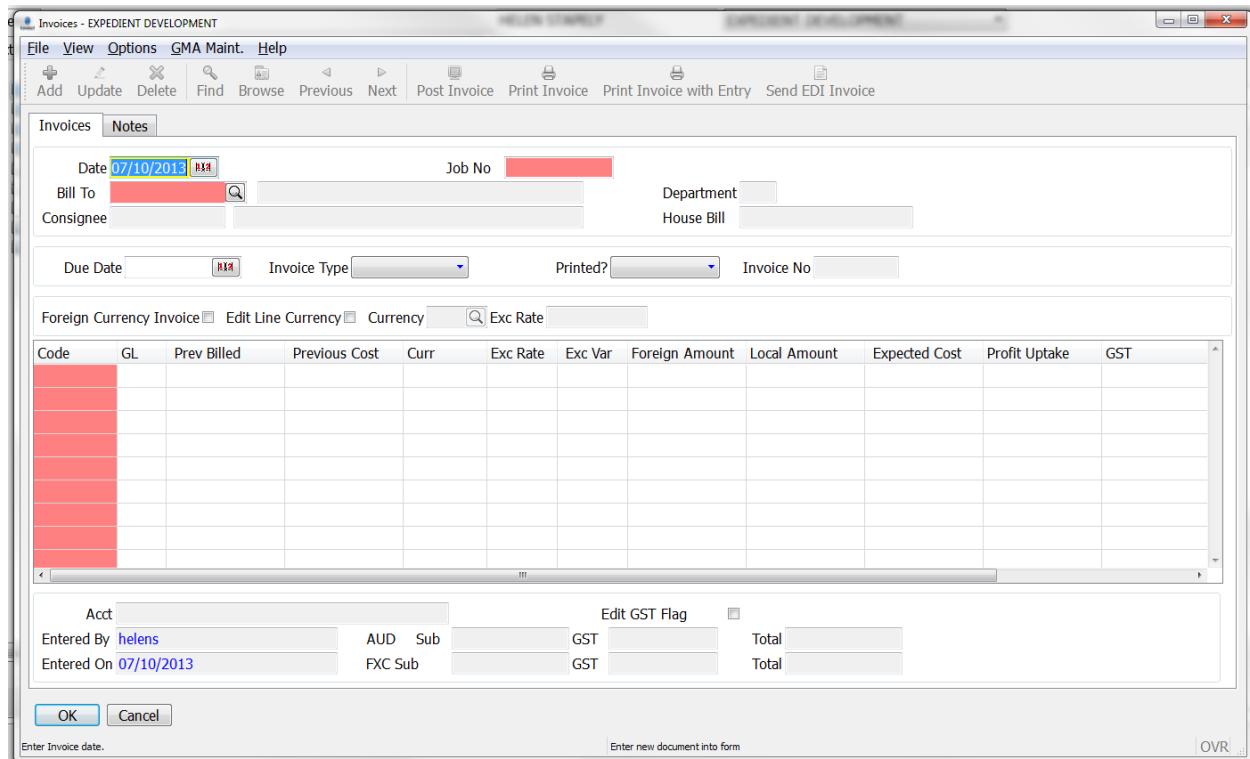
Once you have selected the Invoice Function you will be presented with the following screen. See below. This screen is designed to display all of the current Debtors Invoices that have yet to be posted to the General Ledger. For further information on posting please refer to Post GST Invoice.

Due Date Calculation: Invoice Date or End of Month Date + Disbursement or Final Terms (found in Customer Masterfile)	Check this box if you want the Invoice to be in Foreign Currency	Check this box if you want to enter charges in Foreign Amount	GST – if only 1 rate exists for the Country displays YES, if multiple rates have existed, then screen displays the % Rate (ie 12.5%)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any amount previously billed on this job.	The Currency of the Charge Line Item	This is the Foreign Charge Amount and only accessible if you have checked the Edit Line Currency Box.	Profit Update (only if this is requested by user) The Local Amount minus the Expected Cost
Any previous costs on this job.	The Exchange Variance. This is set in the Customer Masterfile	Expected Cost (only if this is turned on) The expected cost of the charge. Profit will be taken up based on this amount. This will be no entry if the Account Code has No Markup Allowed = Yes	

Creating Job Invoices

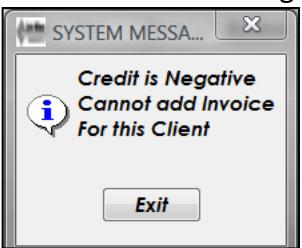


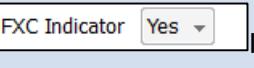
By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode. See below:



The screenshot shows the 'Invoices - EXPEDIENT DEVELOPMENT' window. The menu bar includes File, View, Options, GMA Maint., and Help. The toolbar contains Add, Update, Delete, Find, Browse, Previous, Next, Post Invoice, Print Invoice, Print Invoice with Entry, and Send EDI Invoice. The main area has tabs for Invoices and Notes, with the Invoices tab selected. It displays fields for Date (07/10/2013), Job No. (red box), Bill To (red box), Department (red box), Consignee (House Bill), Due Date, Invoice Type, Printed?, and Invoice No. Below these are buttons for Foreign Currency Invoice, Edit Line Currency, Currency, and Exc Rate. A large grid table follows, with columns for Code, GL, Prev Billed, Previous Cost, Curr, Exc Rate, Exc Var, Foreign Amount, Local Amount, Expected Cost, Profit Uptake, and GST. At the bottom, there are fields for Acct, Entered By (helens), AUD Sub, GST, Total, Entered On (07/10/2013), FXC Sub, GST, and Total. Buttons for OK and Cancel are at the bottom left, and status messages like 'Enter Invoice date.' and 'Enter new document into form' are at the bottom right.

Field Name	Description	Validation	Default
Header			
Date	This is the invoice date	Mandatory	Today's Date
Jobno	This is the Customs or Forwarding Job Number. Entering a correct job number will populate the Department, Bill To, Consignee, House Bill Fields	Mandatory	Blank

Field Name	Description	Validation	Default
Bill To	<p>This is the company in which you will be billing the invoice to. Clicking on the  will bring up a lookup from the customer master file (Where Debtor is selected)</p> <p>Please Note: If you receive the following message:</p>  <p>This means that the client has a credit hold. This is controlled from the Customer Master File in the Administration Menu. This field is found in the Debtor Tab called Account Control</p> <div style="text-align: center; margin-top: 10px;">  -7.00 </div> <p>If a -1 then a hold is put on the Invoice.</p>	Mandatory	Data pulled from Job
Department	This is brought across from the Job Number. This is a no entry field and used for display purposes only.	N/A	Data pulled from Job
Consignee	This is brought across from the Job Number. This is a no entry field and used for display purposes only.	N/A	Data pulled from Job
House Bill	This is brought across from the Job. This is a no entry field and used for display purposes only.	N/A	Data pulled from Job
Due Date	<p>This is the due date of when the invoice is due. The due date is based on the Invoice Type (Disbursement/ Final)</p> <p> in the Debtors invoice screen, and the terms of the Customer which is located in the Debtors Tab in the Customer Masterfile.</p> 	Optional	Invoice Date + Disbursement Terms Days
	<p>There is some validation on this date. The due date cannot take place before the invoice creation date. This can be amended by the user.</p> <p>Please Note: If the Invoice Type is Disbursement, Expedient will only calculate the Due Date from the Invoice Date .</p>		

Field Name	Description	Validation	Default
Invoice Type	This is the type of Invoice that the customer will receive either Final or Disbursement. These 2 invoice types vary by the number of days for the customer to pay. (Usually non-profit charges such as Duty form part of a Disbursement invoice, whilst direct profit items such as Fees will be a Final Invoice Type.) Using 1 or two invoice types is entirely up to the business.	Mandatory	Disbursement
Printed/ Sent EDI?	This indicates if the invoice has been printed or sent to the Debtor in a CSV file. This is a no entry field and invoices cannot be updated if the invoice has been printed or sent by EDI. The Debtor can be set to receive invoices by EDI in the Customer Masterfile.	N/A	System Generated
Invoice No.	This is number appears once the invoice has been saved for the first time. This is a no entry field	N/A	N/A
Foreign Currency Invoice	Ticking this checkbox allows users to enter the currency and exchange rate for the charges. The invoice will print out with the foreign currency that is selected in this screen. This is only allowed for Charge Codes that have a FXC Indicator as Yes in the Chart of Accounts Masterfile	Optional	No
Edit Line Currency	<p>This is used when users want to invoice out in AUD but want to input the invoice line charges in Foreign Currency.</p> <p>Please note: The Charge Code must also have the FXC Indicator set to "Yes" in the General Ledger Chart of Account Master file.  If you do not have access to the General Ledger Menu, please contact your manager.</p>	Optional	Null
Currency	<p>This is defaulted to AUD and is not updateable unless the Foreign Currency Invoice Checkbox is checked.</p> <p>Please Note: To process this Cash Receipt: If Foreign Currency then you need to process receipt via Banking Foreign Contra Receipt. If AUD then use Banking Cash Receipts. See Banking Manual for further information</p>	Optional	Null
Exc Rate	This is defaulted to null and is not updateable unless the Foreign Currency Invoice Checkbox is checked. When it is checked the Exchange Rate will default to the value from Customs based on the Currency Field, this can be changed to a value that you want	Optional	Null
Detail			
Code	This is the Charge Code. This field has a lookup facility which looks up the Alpha Charge Codes Masterfile in the Administration Menu.	Mandatory	Null

Field Name	Description	Validation	Default
Prev Billed	This is any amount that has been previously billed for the job and particular charge code.	N/A	Pulled from previous invoice
Previous Cost	This checks if any money has been paid out via a Creditors Invoice, Direct Cheque, or Job Journal Profit. (left over monies)	N/A	Pulled from Creditors Invoice
Curr	<p>This is the currency in which the line item is to be entered. This is only accessible if the Edit Line Currency is checked, and</p> <p>Please note: The Charge Code has the FXC Indicator set to "Yes" in the General Ledger Chart of Account Master file. <input type="checkbox"/> Yes If you do not have access to the General Ledger Menu, please contact your manager.</p>	Optional	Null
Exc Rate	This is the exchange rate of the charge code line item. This defaults to the Rate against the Currency in Administration Menu. This can only be modified if the Edit Line Currency Checkbox is ticked.	Mandatory	Customs Rate
Exc Var	This is the exchange variance of the charge code line item. This defaults to the Exchange Variance from the Charges Screen on the Job Registration Screen first, then from the Exchange Variance from the Customer Masterfile	N/A	Charges Screen from Job Registration
Foreign Amount	<p>Enter the Foreign Amount against the charge code. This is only accessible for the 2 scenarios:</p> <ol style="list-style-type: none"> 1) The Foreign Currency Invoice is checked. Invoice is shown in FXC amounts OR 2) The Edit Line Currency is checked, and the Charge Code has the FXC Indicator set to "Yes" in the General Ledger Chart of Account Masterfile. <p>Please note: If you do not have access to the General Ledger Menu, please contact your manager. The invoice is shown in AUD amounts.</p>	Optional	No
Local Amount	Enter the local amount against the charge code. This is accessible if the invoice costs and charges are in AUD, or you have the Edit Line Currency Checked and you have selected the AUD Currency in the line item.	Conditional	Null

Field Name	Description	Validation	Default																														
Expected Cost	<p>The Expected cost of the Creditors charge amount.</p> <p>This is optional and is configurable at the company level. Contact GMA Support if you want this added/removed.</p> <p>This allows users input the expected cost and when the invoice is posted, the profit will be taken up automatically. If this value matches with the creditor's invoice, then the job will not appear in the Work in Progress report. If it doesn't match then the job will appear on the Work in Progress Report, in which case users will need to apply a further job journal to re-adjust the cost. See General Ledger Module Job Journal Manual for further information</p> <p>Please Note: This is a no entry field for Account Codes that have a No Mark Up Indicator set to YES in the Chart of Accounts Masterfile in the General Ledger Menu</p>	Optional	Blank / Local Amount (if No Mark Up = YES)																														
Profit Uptake	Amount minus the Cost. This amount will be posted to the General Ledger if the Expected Cost is on.	Optional	Amount minus Cost																														
Edit GST Flag	Ticking this box allows users to take off the GST on selected charge codes by Un-ticking the GST flag above.	Optional	No																														
GST	<p>This flag is used to remove the GST Percentage on the charge code line. This is accessible when the "GST On" is checked and the Alpha Code has a GST Percentage figure > 0 in the Alpha Codes Screen in the Administration Menu. See below:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Note: For Charge Codes billing out or paying out, ensure you add the related Chart of Accounts in GL MENU FIRST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Alpha Code</td> <td style="width: 15%; text-align: center;">ESF</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Account No</td> <td style="text-align: center;">2316</td> <td style="text-align: center;"></td> <td style="text-align: center;">EXPORT SECURITY FEE</td> <td colspan="2"></td> </tr> <tr> <td>Revenue Report Grp</td> <td colspan="5" style="text-align: center;">1</td> </tr> <tr> <td>GST Percentage</td> <td colspan="5" style="text-align: center;">10.000</td> </tr> <tr> <td>Account Order</td> <td colspan="5" style="text-align: center;">5</td> </tr> </table> </div> <p>Please Note: All Charge Codes will default as 0% GST when the Bill To Code is flagged as an Overseas Company in the Customer Masterfile in the Administration Menu.</p>	Alpha Code	ESF					Account No	2316		EXPORT SECURITY FEE			Revenue Report Grp	1					GST Percentage	10.000					Account Order	5					Optional	No
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All-In Charges

Invoices can be set to print an all-inclusive charge on Export Invoices. For example, a debtor can receive an invoice for an export job where all the individual charge lines are summed and displayed against a single freight charge.

All-In Charges Set Up Update the Client Masterfile, Debtor tab. Set the Export All-In Charges (non GST) flag to Yes. Select the account charge code to appear on the debtor invoice. See the Administration User Manual for further details.

All-In Charges Rules An all-in charge will print on the debtors invoice where the following criteria are met:-

- The client has been set to print an Export All-In Charge to a selected charge code in the Customer Masterfile
- The invoice is for an Export department
- All the charges on the invoice are non-GST. If one or many charges on the invoice include GST the invoice will not show the all-in rate. Expedient will warn the user before printing the invoice.

Saving and Printing Job Invoices

Once you are ready to save the invoice, you can do so by Clicking OK or Pressing Enter.



You now can print the invoice via the Print Icon in the toolbar.

Below is a copy of an example invoice print:

 EXPEDIENT SOFTWARE A.B.N. 20 079 873 626 Unit 256 53 McCormack STREET 12345678901234567890 VIC 3207 PH:(03) 9354 1112 FAX:(03) 9354 2223 www.gmaaust.com.au	Invoice Invoice No 185504 Currency AUD Your Ref Due Date 28/03/2012 Invoice Date 28/03/2012 Invoice Type Disbursement Our Ref 3001530 VES																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #0070C0; color: white;">Bill To</th> <th style="background-color: #0070C0; color: white;">Shipment Details</th> </tr> <tr> <td>A1 FABULOUS 19-21 FERGUSON STREET ABBOTSFORD VIC 3067 AUSTRALIA</td> <td> Master/Ocean House Bill AUMELAS3001530 Vessel/Voyage E.T.A. Goods GOODS Destination Port NEW YORK CITY Consignee Pieces 1 Volume/Weight .00 CU / .00 KG </td> </tr> </table>		Bill To	Shipment Details	A1 FABULOUS 19-21 FERGUSON STREET ABBOTSFORD VIC 3067 AUSTRALIA	Master/Ocean House Bill AUMELAS3001530 Vessel/Voyage E.T.A. Goods GOODS Destination Port NEW YORK CITY Consignee Pieces 1 Volume/Weight .00 CU / .00 KG																																								
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To modify this information go to: Main Menu/Administration/Company Details/Terms Printouts. The terms codes are INV-GST and INV-FXC for the payment method information. Users have up to 14 lines of free text. The WARNING Text if terms code INVWARN. Users have up to 2 lines of free text.																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> REMOVE THIS SECTION WITH PAYMENT Remittance Advice EXPEDIENT SOFTWARE Payment Methods: Pay By Mail - Send your cheque & remittance advice to: XXXX Pty Ltd PO Box 561 Essendon Vic 3040 </td> <td style="width: 50%; vertical-align: top;"> Terms: 3 days Total Excluding GST \$ 106.00 GST \$ 0.00 Total Including GST \$ 106.00 </td> </tr> </table>		REMOVE THIS SECTION WITH PAYMENT Remittance Advice EXPEDIENT SOFTWARE Payment Methods: Pay By Mail - Send your cheque & remittance advice to: XXXX Pty Ltd PO Box 561 Essendon Vic 3040	Terms: 3 days Total Excluding GST \$ 106.00 GST \$ 0.00 Total Including GST \$ 106.00																																										
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This is an option to print this. See Customer Masterfile / Debtor/Print Terms on Invoice																																													

Please note: Once you have printed the Invoice you cannot update or delete the Invoice. If you wish to make a change or delete the invoice you will need to speak to your manager or a user that has these privileges.

Please note: The word Tax will appear only if there is an amount of GST on the invoice.

Printing Options

Print Invoice Attachment: - This is set within the Debtors Tab in the Customer Masterfile. This allows invoices to be printed with an attachment page if the number of Containers Numbers or Order Numbers cannot fit on the Invoice Print. The limit is 9 Containers / Orders.

Print Invoice with Entry

This toolbar button is available when there is a single entry associated with the job. This button will open the Print Menu and show that the Invoice and the Entry will be attached to the email. If there is more than one entry for the job the entries will not be automatically attached to the invoice.

Send Debtor Invoices by EDI

Invoices can be sent to the Debtor as a CSV file which can be uploaded into the Debtor's systems. Set the Debtor to receive invoices by EDI in the Customer Masterfile Debtor tab. The toolbar



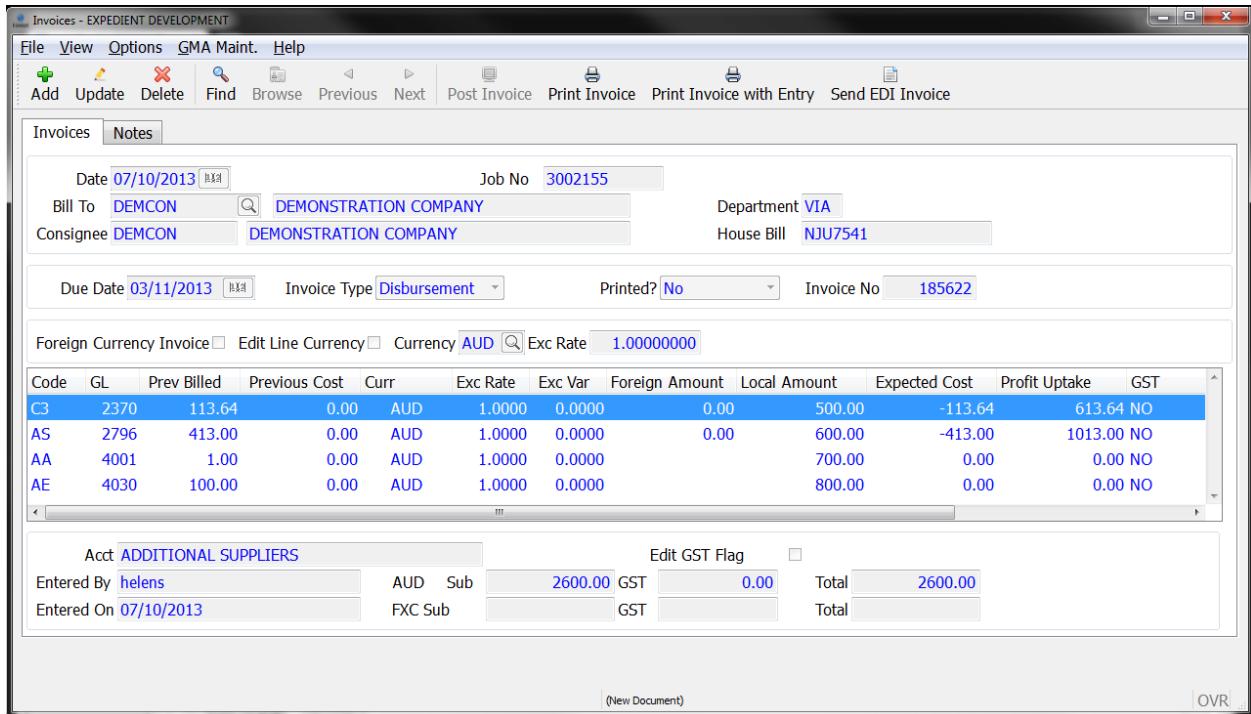
button **Send EDI Invoice** will then appear. Select this button to generate the CSV file and email to selected email addresses.

The CSV file generated will be in the following format

Seq.	Field Name	Type	Length	Sample Data	Business Rules
1	EDICode	char	50	MILLMAN	Client Code in Expedient
2	InvoiceNo	char	20	123456789	Invoice Number
3	InvDate	Date		3/02/2012	Date of Invoice
4	BillNumber	char	20	987654321	Master Air Way Bill Number, Ocean Bill Number or House Bill Number
5	Currency	char	3	AUD	Invoice Currency
6	TtInvAIGST	decimal	12,2	123.45	Total value of the invoice including GST
7	TtInvAEGST	decimal	12,2	123.45	Total value of the invoice excluding GST.
8	TtInvGST	decimal	12,2	111.00	Total value of the GST on the invoice.
9	JobNumber	char	10	1234567890	Expedient Job Number
10	CostCode	char	100	FREIGHT	Expedient Cost Code.
11	CCAExcGST	decimal	12,2	123.45	Cost Code Amount excluding GST
12	CCGSTInd	char	1	Y or N	Indicates whether GST is applied to the Cost Code - (Y)es or (N)o
13	Custref	Char	25	978654321	Customer Ref from the Import Job Registration screen, or Shipper Ref from the Export Job Registration screen

The CSV file will include the Field Name headings in the first row of the CSV

Sample Invoice



The screenshot shows the Expedient Invoices software interface. The window title is "Invoices - EXPEDIENT DEVELOPMENT". The menu bar includes File, View, Options, GMA Maint., Help, Add, Update, Delete, Find, Browse, Previous, Next, Post Invoice, Print Invoice, Print Invoice with Entry, and Send EDI Invoice. The main area has tabs for Invoices and Notes, with Invoices selected. The Invoices tab displays the following details:

- Date: 07/10/2013
- Job No: 3002155
- Bill To: DEMCON, DEMONSTRATION COMPANY
- Department: VIA
- Consignee: DEMCON, DEMONSTRATION COMPANY
- House Bill: NJU7541
- Due Date: 03/11/2013
- Invoice Type: Disbursement
- Printed?: No
- Invoice No: 185622
- Foreign Currency Invoice: Yes
- Edit Line Currency: No
- Currency: AUD
- Exc Rate: 1.0000000

A grid table shows transaction details:

Code	GL	Prev Billed	Previous Cost	Curr	Exc Rate	Exc Var	Foreign Amount	Local Amount	Expected Cost	Profit Uptake	GST
CS	2370	113.64	0.00	AUD	1.0000	0.0000	0.00	500.00	-113.64	613.64	NO
AS	2796	413.00	0.00	AUD	1.0000	0.0000	0.00	600.00	-413.00	1013.00	NO
AA	4001	1.00	0.00	AUD	1.0000	0.0000	0.00	700.00	0.00	0.00	NO
AE	4030	100.00	0.00	AUD	1.0000	0.0000	0.00	800.00	0.00	0.00	NO

Below the table, there are fields for Account (Acct: ADDITIONAL SUPPLIERS), Edit GST Flag, and various currency entries (Entered By: helens, AUD Sub: 2600.00, GST: 0.00, Total: 2600.00). The date Entered On is 07/10/2013.

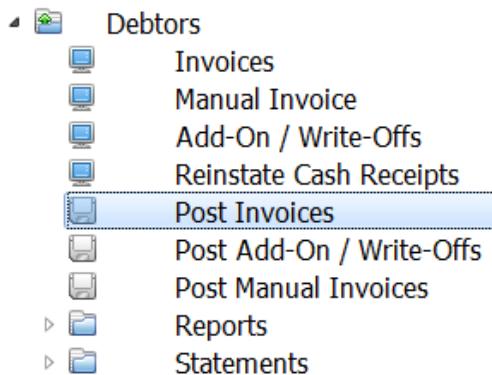
The above invoice will generate a CSV as shown below.

EDICode,InvoiceNo,InvDate,BillNumber,Currency,TtInvAIGST,TtInvAEGST,TtInvGST,JobNumber,CostCode,CCAExcGST,CCGSTInd,Custref

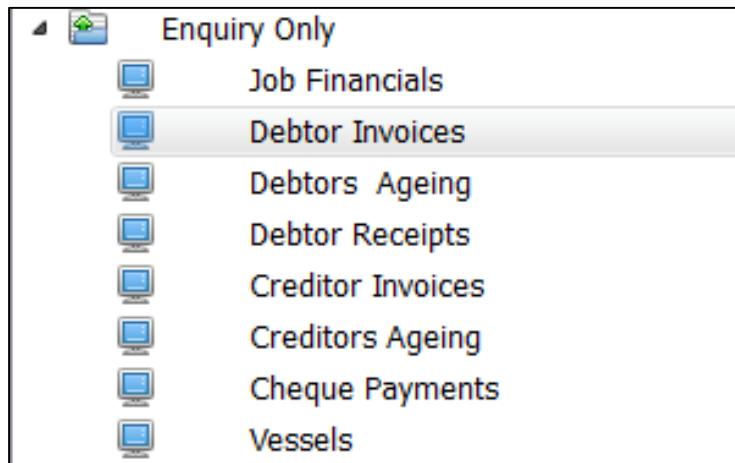
DEMCN,185567,21/11/2012,NJU7541,AUD,100,100,0,3002155,AE,100,N,987654321

Posting Job Invoices

The next step is to Post the Invoice. This process posts the invoice information to the General Ledger and the data in this screen will be cleared. This is performed in the Debtors Menu, under the Post Invoices Function



To view this invoice after it has been posted, go to Enquiry Only, Debtors Invoices



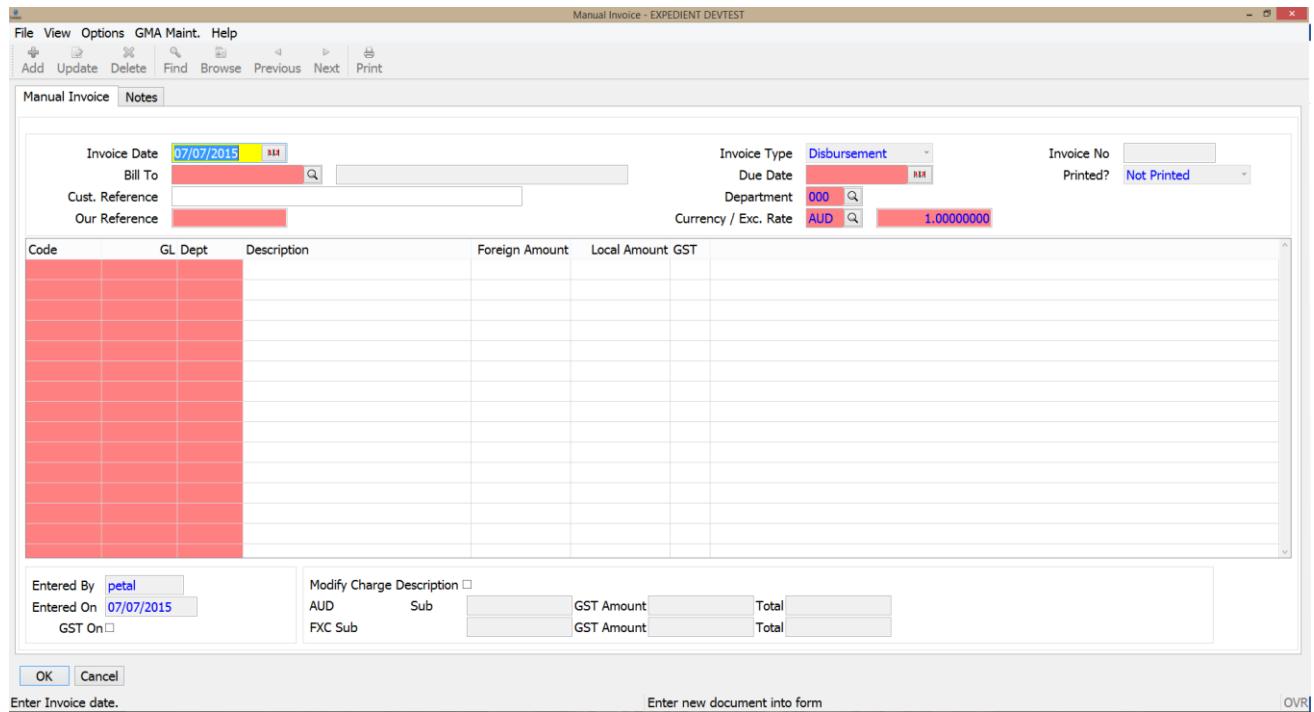
Manual Invoices (Non Job)

The Expedient System allows you to Create Invoices that are Non Job-related, such as stationary, receiving rent from other tenants etc...

Creating Manual Invoice



By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode. See below:



The screenshot shows the 'Manual Invoice - EXPEDIENT DEVTEST' application window. The menu bar includes File, View, Options, GMA Maint., Help, and a toolbar with Add, Update, Delete, Find, Browse, Previous, Next, and Print buttons. The main area has tabs for Manual Invoice and Notes. The Manual Invoice tab is active, displaying fields for Invoice Date (07/07/2015), Bill To (redacted), Cust. Reference (redacted), Our Reference (redacted), Invoice Type (Disbursement), Due Date (redacted), Department (000), Currency / Exc. Rate (AUD 1.0000000), and Invoice No (redacted) with a Printed? status of Not Printed. Below these fields is a large grid table with columns for Code, GL Dept, Description, Foreign Amount, Local Amount, and GST. At the bottom left are fields for Entered By (petal), Entered On (07/07/2015), and GST On (unchecked). At the bottom right are Modify Charge Description checkboxes for AUD Sub and FXC Sub, and corresponding GST Amount and Total fields. At the very bottom are OK and Cancel buttons, and status messages Enter new document into form and OVR.

Field Name	Description	Validation	Default
Header			
Invoice Date	This is the invoice date	Mandatory	Today
Bill To	This is the company in which you will be billing the invoice to. Clicking on the  will bring up a lookup from the customer master file (Where Debtor is selected)	Mandatory	Blank
Cust. Reference	This is the Customers' Reference Number	Optional	Blank
Our Reference	This is an internal reference number. NOTE: This field does not allow spaces as it causes issues with Printing. This field also does not allow special characters. It only accepts Alphanumeric.	Mandatory	Blank
Invoice Type	This is the Type of the Invoice. Read Only field.	Mandatory	Disbursement
Due Date	This is the Due Date of the Invoice. This Date is calculated from the Customers' Final Invoice Terms	Mandatory	Blank
Department	This is the Department in which the Invoice will be assigned to. This defaults to 000	Mandatory	Blank
Currency/Exc. Rate	This is the Currency of the Invoice. This defaults to your country's Currency.	Mandatory	Blank
Invoice No	This is the Number generated by Expedient upon successful add of an invoice	N/A	N/A
Printed	This is set to Y when an invoice is printed or emailed. Invoices would only be posted if this is set to yes.	N/A	N/A
Detail			
Code	This is the Charge Code. This field has a lookup facility which looks up the Alpha Charge Codes Masterfile in the Administration Menu.  Please Note: As Manual Invoices are Non Job Related, any Charge Code with a General Ledger Code that is a Disbursement Liability will not be allowed to be used.	Mandatory	Null
GL	This is the General Ledger Code	N/A	Null
Dept	This is department in which the money will be posted against. This field has a lookup. 	N/A	Null
Local Amount	This is the amount of the line item on the invoice	Mandatory	Null

Field Name	Description	Validation	Default															
GST	<p>This is accessible when the “GST On” is checked, AND the Charge Code has a GST Percentage > 0 in the Alpha Codes Screen in the Administration Menu.</p> <p>See below:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Alpha Codes</p> <p>Note: For Charge Codes billing out or paying out, ensure you add the related Chart of Accounts in GL MENU FIRST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Alpha Code</td> <td style="width: 15%; text-align: center;">CA</td> <td style="width: 15%; text-align: right;">CARTAGE</td> </tr> <tr> <td>Account No</td> <td style="text-align: center;">2700</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Revenue Report Grp</td> <td style="text-align: center;">10.000</td> <td style="text-align: right;">3</td> </tr> <tr> <td>GST Percentage</td> <td style="text-align: center;">10.000</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Account Order</td> <td style="text-align: center;">4</td> <td style="text-align: right;">3</td> </tr> </table> </div>	Alpha Code	CA	CARTAGE	Account No	2700	4	Revenue Report Grp	10.000	3	GST Percentage	10.000	3	Account Order	4	3		N/A
Alpha Code	CA	CARTAGE																
Account No	2700	4																
Revenue Report Grp	10.000	3																
GST Percentage	10.000	3																
Account Order	4	3																

Security is restricted in this screen to prevent update and deletion of printed Manual Invoices. See a Superuser for details.

Saving and Printing Manual Invoices

Once you are ready to save the invoice, you can do so by Clicking OK or Pressing Enter.

You now can print the invoice via the Print Icon in the toolbar.



Once you have selected the Print option you will be presented with a processing page for a few seconds. Below is a copy of an example invoice print:

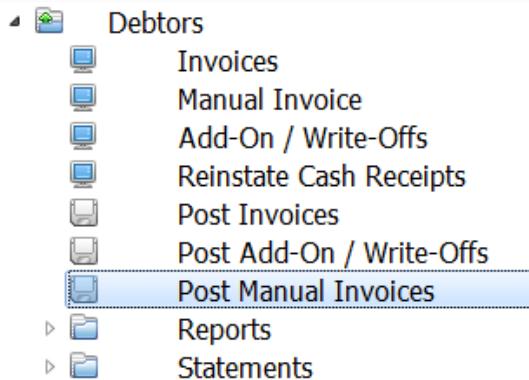
 Expedient <small>software</small>		Invoice No 185461 Currency AUD Ref No TEST1 000 Invoice Date 29/09/2011																													
Bill To		Shipment Details																													
TEST ONLY WWWWWWWWWWWWWWWWWWWWWWWWW PO BOX 2303 PORT MELBOURNE VIC 3207 AUSTRALIA		Arrival SUPPLIER. Packages Your Ref																													
<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>GST</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>27ABA INVOICES ORIGIN CERTS</td> <td>20.00</td> <td>0.00</td> <td>20.00</td> </tr> <tr> <td>ACCUMULATED DEPRECIATION - BI</td> <td>100.00</td> <td>10.00</td> <td>110.00</td> </tr> <tr> <td>CURRENCY INCOME/LOSS</td> <td>200.00</td> <td>0.00</td> <td>200.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Excluding GST 320.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">GST 10.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Including GST 330.00</td> </tr> </tbody> </table>				Description	Amount	GST	Total Amount	27ABA INVOICES ORIGIN CERTS	20.00	0.00	20.00	ACCUMULATED DEPRECIATION - BI	100.00	10.00	110.00	CURRENCY INCOME/LOSS	200.00	0.00	200.00				Total Excluding GST 320.00				GST 10.00				Total Including GST 330.00
Description	Amount	GST	Total Amount																												
27ABA INVOICES ORIGIN CERTS	20.00	0.00	20.00																												
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			Total Excluding GST 320.00																												
			GST 10.00																												
			Total Including GST 330.00																												
<p>GAVIN MILLMAN & ASSOC. (AUST)</p> <p>Payment Method:</p> <p>Pay By Mail - Send your cheque & remittance advice to: XXXX Pty Ltd PO Box 581 Essendon Vic 3040</p> <p>Pay Electronically - Please note our preferred method of payment is via EFT direct to the following account: Bank A/C Name: XXXX Pty Ltd Bank: Commonwealth Bank Main Street Hera VIC 3000 BSB: 044-002 Acc No: 12345674890</p> <p>Fax or Email your remittance advice to: accounts.receivable@XXX.com.au Fax Head Office Accounts: (03) 9351 3075</p> <p>WARNING: Severe penalties apply to short payment of Duty and GST. Please advise us of errors or omissions immediately. ex_invoice.aspx?page=1</p>																															
<small>page 1 of 1</small>																															

 **Please note:** The word Tax will appear only if there is an amount of GST on the invoice.

 **Please note:** The terms will print if this is set against the Customer

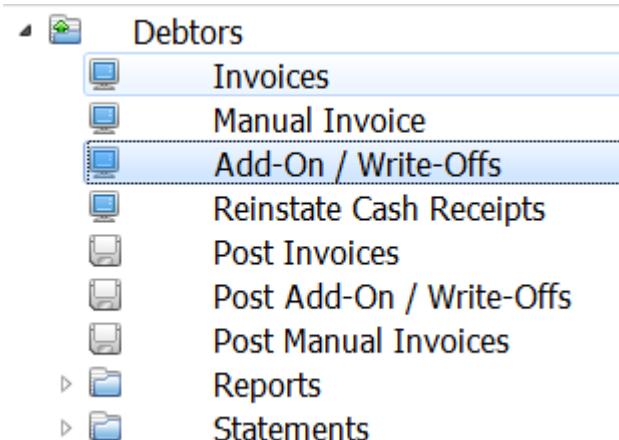
Posting Manual Invoices

The next step is to Post the Invoice. This process posts the invoice information to the General Ledger and the data in this screen will be cleared. This is performed in the Debtors Menu, under the Post Manual Invoices Function



Add On / Write Offs

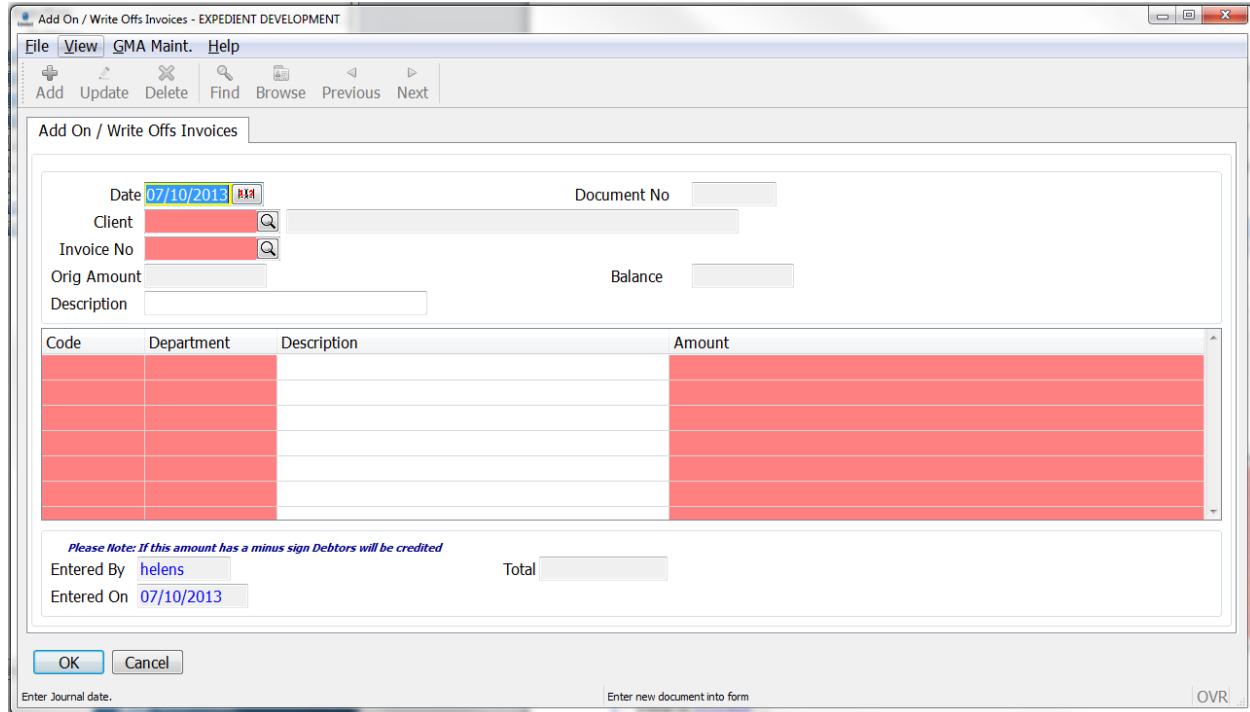
An Add On is whereby a customer has overpaid by a small amount and you wish to balance the general ledger. A Write off is whereby a customer has short paid by a small amount and you wish to stop sending them statements for the small amount and wish to balance the general ledger. A write-off is also used to clear of a customer's bad debt, in which for some reason the customer has not and will not pay.



Creating Add On / Write Offs



By clicking the **Add** button or typing A will place the cursor in the input screen in Add Mode. See below:



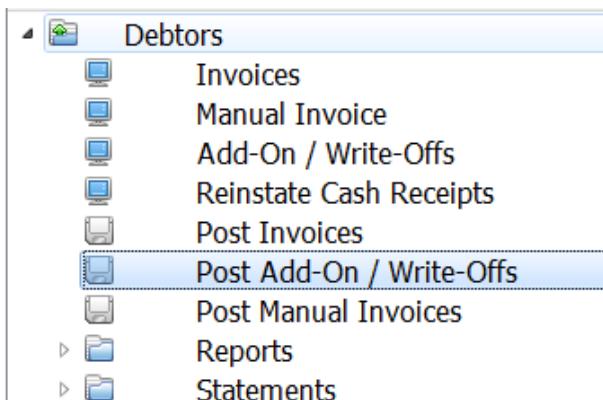
The screenshot shows the 'Add On / Write Offs Invoices' window. At the top, there's a toolbar with File, View, GMA Maint., and Help options, along with standard buttons for Add, Update, Delete, Find, Browse, Previous, and Next. Below the toolbar is a header bar labeled 'Add On / Write Offs Invoices'. The main area contains several input fields: Date (07/10/2013), Client (with a search icon), Invoice No (with a search icon), Orig Amount, Document No, Balance, and Description. Below these is a large grid table with columns for Code, Department, Description, and Amount. A note at the bottom left says 'Please Note: If this amount has a minus sign Debtors will be credited'. At the bottom are buttons for OK and Cancel, and status messages like 'Enter Journal date.' and 'Enter new document into form'.

Field Name	Description	Validation	Default
Header			
Date	This is the Add On / Write Off date. This must be a date in the past or today.	Mandatory	Today's Date
Client	This is the company in which you will be Creating the Add On / Write Off. Clicking on the  will bring up a lookup from the customer master file (Where Debtor is selected)	Mandatory	Blank
Invoice No	Enter the invoice number in which you wish to Add On / Write Off. Clicking on the  will bring up a lookup of the invoices raised against the client.	Mandatory	Blank
Client	This is the company in which you will be Creating the Add On / Write Off. Clicking on the  will bring up a lookup from the customer master file (Where Debtor is selected)	Mandatory	Blank
Orig Amount	Enter the Original Invoice Amount. This value will display if the invoice number is entered	N/A	Drawn from Invoice Number

Field Name	Description	Validation	Default
Balance	This is the balance outstanding based off the original amount and the amount against the General Ledger	N/A	Drawn from Invoice Number
Description	Enter the description of what function you are performing	Optional	Blank
Detail			
Code	Enter the description of what function you are performing	Optional	Blank
Code	This is the Charge Code. This field has a lookup facility which looks up the Alpha Charge Codes Masterfile in the Administration Menu. 	Mandatory	Blank
Department	This is department in which the money will be posted against. This field has a lookup. 	Mandatory	Blank
Amount	This is the amount of the line item you wish to Add On / Write Off	Mandatory	Blank
CODE	This is the Charge Code. This field has a lookup facility which looks up the Alpha Charge Codes Masterfile in the Administration Menu. 	Mandatory	Null
Dept	This is department in which the money will be posted against. This field has a lookup. 	N/A	Null
Amount	This is the amount of the line item on the invoice	Mandatory	Null

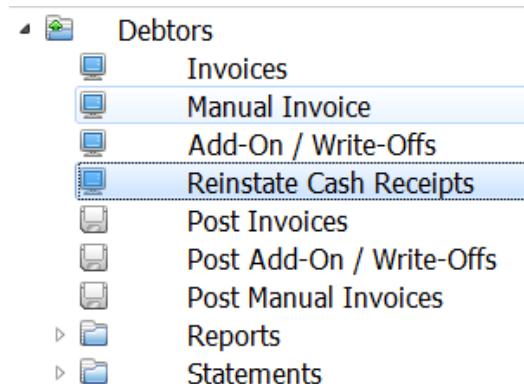
Posting Add On / Write Offs

The next step is to Post the Add On / Write Offs. This process posts the information to the General Ledger and the data in this screen will be cleared. This is performed in the Debtors Menu, under the Post Add On / Write Offs.



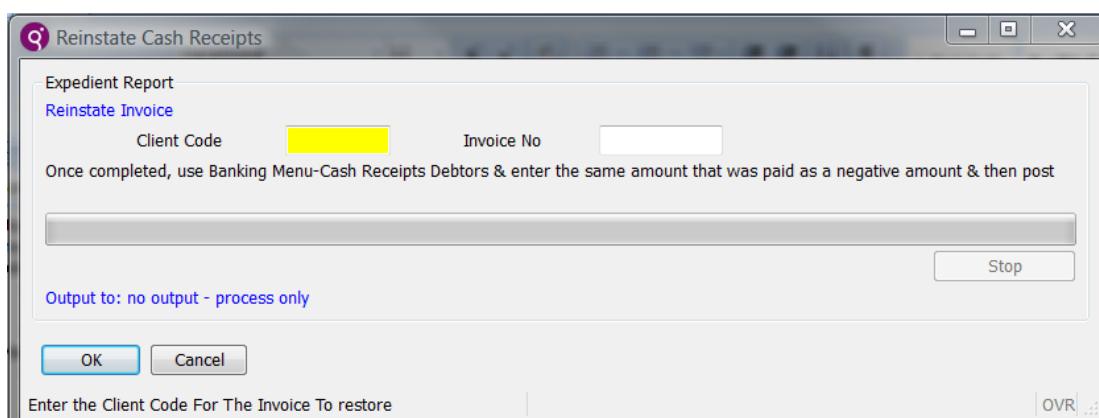
Reinstate Cash Receipts

This function is used when a user has paid off an incorrect invoice in FULL or the customer has paid an invoice twice. Use this function in conjunction with the Banking, Cash Receipts – Debtors.



Reinstating Cash Receipts

The screen prompts the user immediately for the Client Code and Invoice. Both fields need to be entered. Press OK to accept. Once this step is completed, the system will “UnPost” the Debtors Invoice.



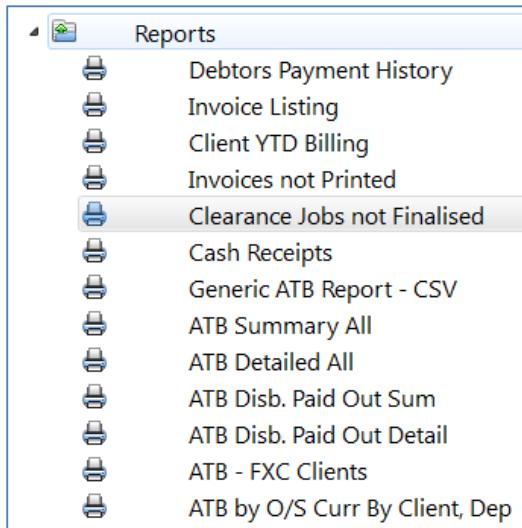
Once this has been completed users must Process the Cash Receipt to process the Debtors invoice as unpaid or overpaid. This screen is accessed via Banking Menu, Cash Receipts –Debtors. For more information on using this screen, see the Banking Menu

See below:



Reports

The Debtors Report Menu consists of a variety of reports as shown below:

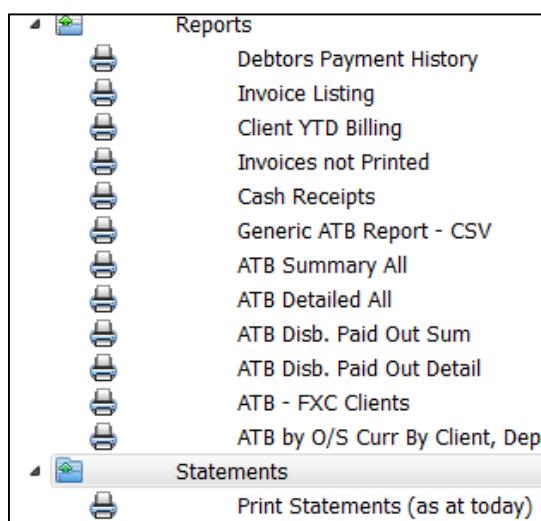


Statements

There are 2 types of Statements Prints.

Statement 1 (as at today)

The first one is available via the Debtors Menu as shown below:



This Statement Print Option prints clients' statements and the amount they owe as at today.

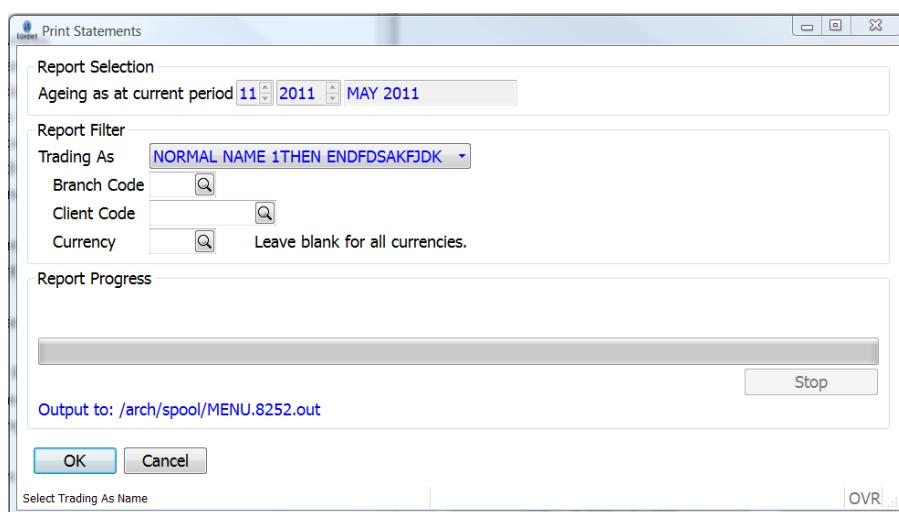
The below report selection criteria only allows users to enter:

- Trading AS (Optional, will not be displayed if no Trading as Set up)
- Branch Code
- Client Code
- Currency

The Ageing as at fields are disabled for this print option.

If your site had trading as codes setup then the data will load the branch address details using the department code of the first invoice. (ie NIS = NSW Address)

If there is no trading as setup then the statement will load the users branch who is printing them.



The screenshot shows the 'Print Statements' dialog box. At the top, it says 'Report Selection' with 'Ageing as at current period' set to '11 2011 MAY 2011'. Below that is the 'Report Filter' section with 'Trading As' set to 'NORMAL NAME 1THEN ENDFDSAKFJDK'. There are three dropdown menus for 'Branch Code', 'Client Code', and 'Currency', each with a search icon. A note says 'Leave blank for all currencies.' Under 'Report Progress', there is a progress bar and a 'Stop' button. At the bottom, it says 'Output to: /arch/spool/MENU.8252.out'. At the very bottom are 'OK' and 'Cancel' buttons, and a note 'Select Trading As Name'.

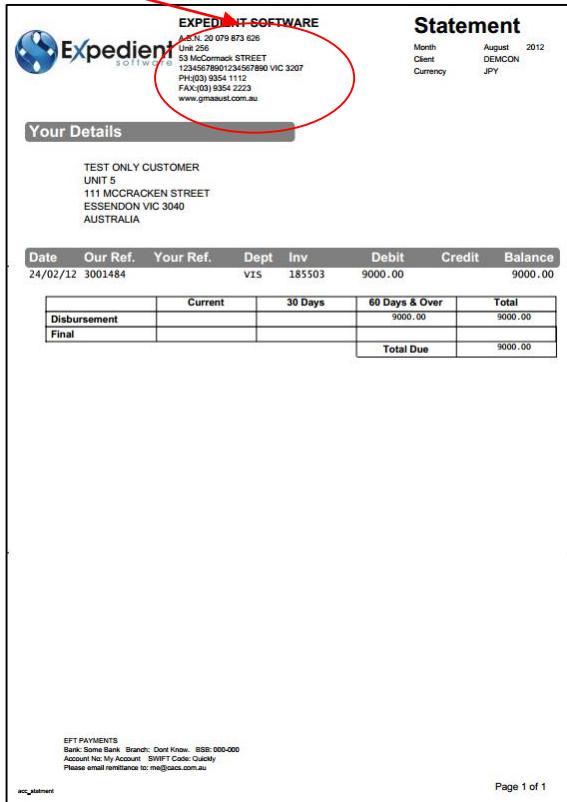
Information in the statement will be ordered as follows:

1. Client Code
2. Currency
3. Invoice Type (Disbursement then Final)
4. Invoice Date
5. Invoice Number

See below statement print:

The address that prints on the statement is based on the user's branch as set up in the Branch Masterfile.

Please Note: if Trading As function is active for your site, the address is based on the department of the first job that appears on the Statement



The statement printout shows the following details:

EXPEDIENT SOFTWARE
 ACN: 20 079 873 628
 Unit 258
 53 McCracken STREET
 Essendon VIC 3040
 PH:(03) 9354 1112
 FAX:(03) 9354 2223
www.gmaaustr.com.au

Statement
 Month: August 2012
 Client: DEMCON
 Currency: JPY

Your Details

TEST ONLY CUSTOMER
 UNIT 5
 111 MCCRACKEN STREET
 ESSENDON VIC 3040
 AUSTRALIA

Date	Our Ref.	Your Ref.	Dept	Inv	Debit	Credit	Balance
24/02/12	3001484		VIS	185503	9000.00		9000.00

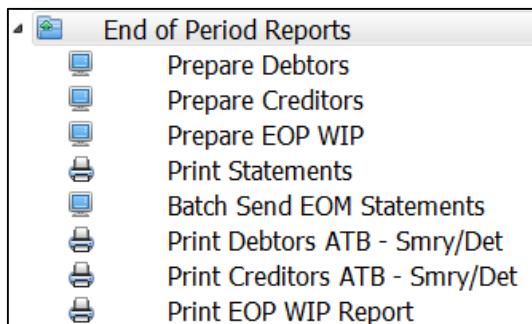
	Current	30 Days	60 Days & Over	Total
Disbursement		9000.00		9000.00
Final				Total Due 9000.00

EFT PAYMENTS
 Bank: Some Bank Branch: Don't Know BSB: 000-000
 Account No: My Account Swift Code: BkMyAU
 Please email remittances to mg@gmaaustr.com.au

acc_statement Page 1 of 1

Statement 2 (End Of Month)

The other Statement Print option is available via the End of Period Reports Menu as shown below:



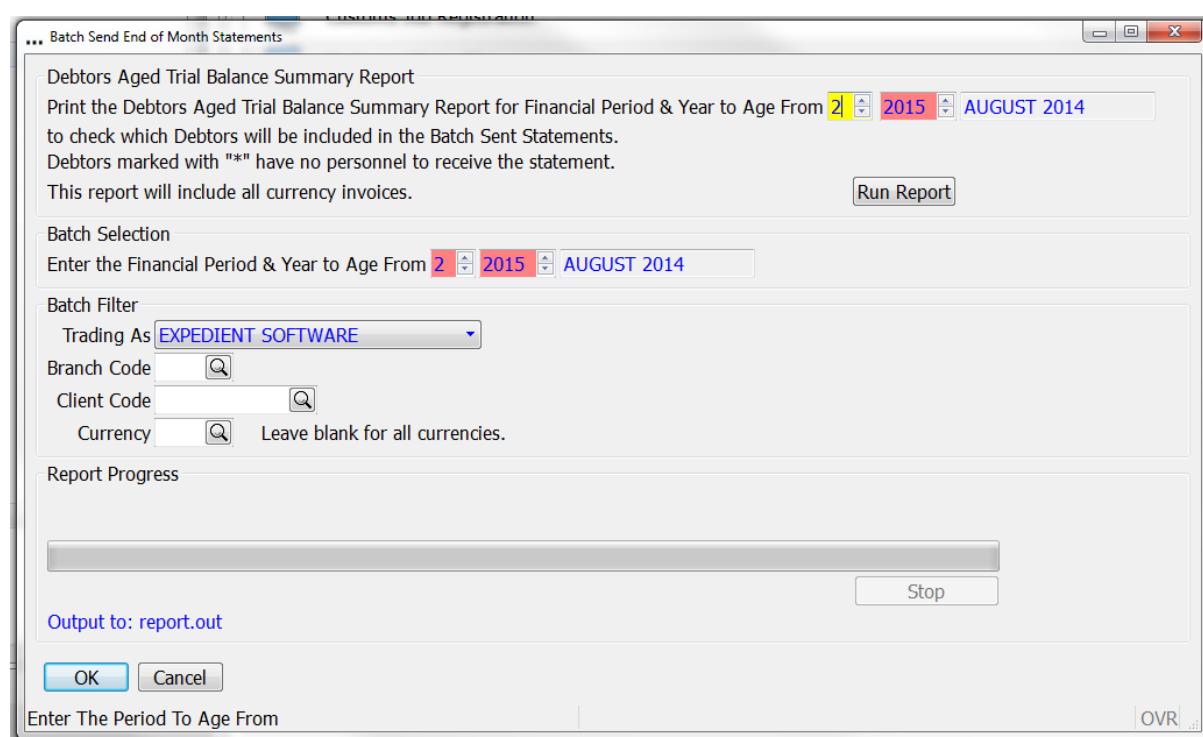
This option is used when you wish to run statements for customers as at the end of a particular month. In order to perform this, users must run the **Prepare Debtors** First, which prepares the statement amounts for each Debtor.

Information in the statement will be ordered as follows:

1. Client Code
2. Currency
3. Invoice Type (Disbursement then Final)
4. Invoice Date
5. Invoice Number

BATCH SEND EOM STATEMENTS

This option will appear where your site has the Batch Send functionality. The option allows you to send Statements to designated debtors in a single batched process.

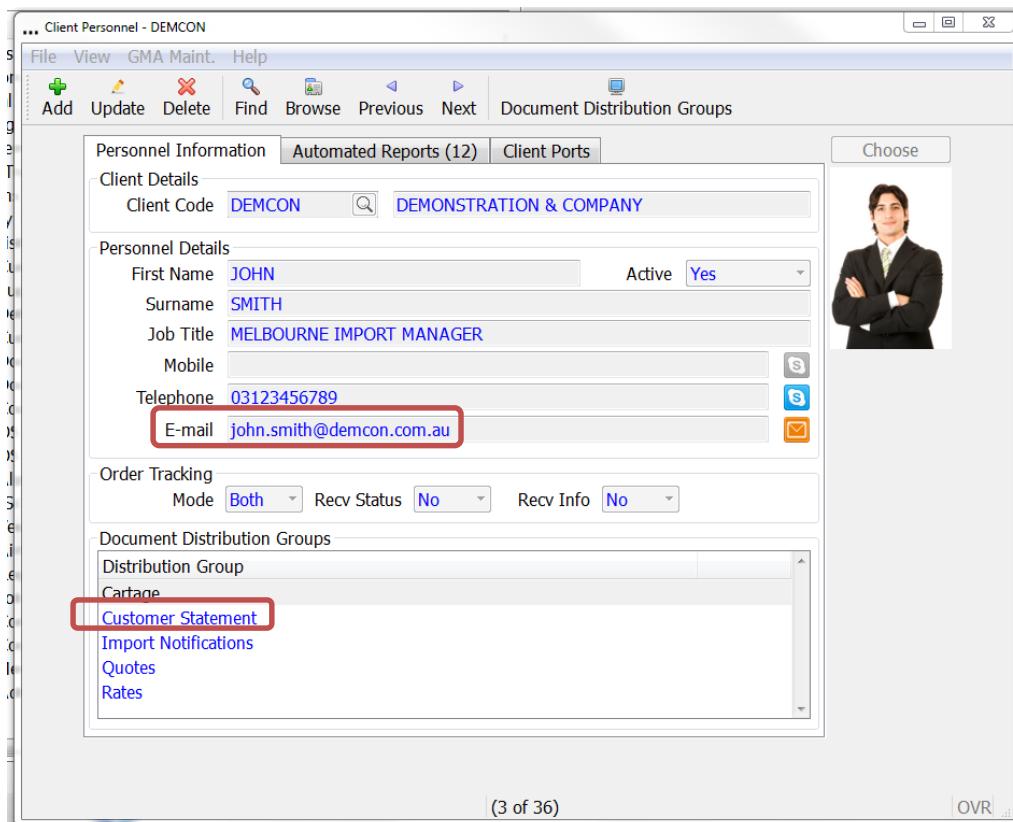


Before emailing the statements run the Debtors Aged Trial Balance Summary Report from this screen to check which clients will receive a statement.

Debtors Aged Trial Balance Invoices - Summary								
		Devtest Logistics Pty Ltd			Page: 1			
		JULY 2014						
Clients included in Batch Sent Statements								
Client	On.Acct	Outstanding	Current	30 Days	60 Days	90 Days+		
AALBSHI - (DEVTEST Client AALBSHI)	.00	17444.40	11.00	.00	172.40	17261.00		
AALTENT - (DEVTEST Client AALTENT)*	.00	81.54	.00	.00	81.54	.00		
AARTISTO - (DEVTEST Client AARTISTO)	.00	.10	.00	.00	.10	.00		
AAUSBUI - (DEVTEST Client AAUSBUI)	.00	110.00	.00	.00	.00	110.00		
Total Outstanding Disbursements		17397.54	11.00	.00	81.54	17305.00		
Total Outstanding Finals		238.50	.00	.00	172.50	66.00		
Total On Account		.00						
Total Outstanding All Clients		17636.04	11.00	.00	254.04	17371.00		

Clients with '*' indicate that although the client is marked to receive batch emailed statements there is no email address or personnel to receive the statement. The personnel at the client must be updated to ensure there is at least one email address to receive Customer Statements.

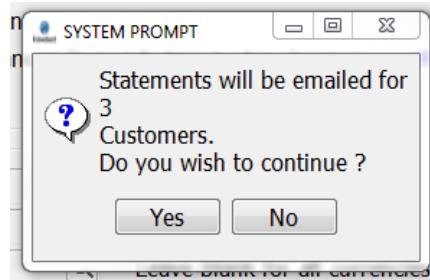
E.g.



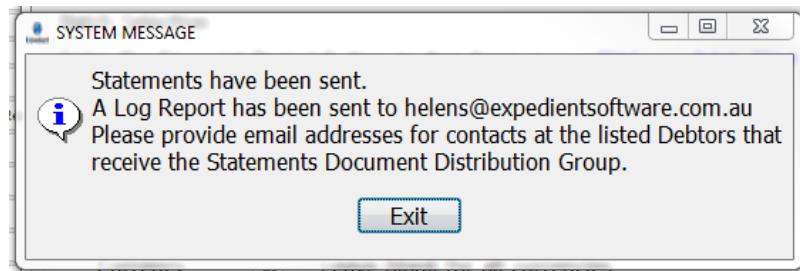
The screenshot shows the 'Client Personnel - DEMCON' window. The 'Personnel Information' tab is selected. Under 'Client Details', the 'Client Code' is set to 'DEMCON'. In the 'Personnel Details' section, the 'E-mail' field contains 'john.smith@demcon.com.au'. Under 'Document Distribution Groups', the 'Customer Statement' option is highlighted with a red box. Other options like 'Import Notifications', 'Quotes', and 'Rates' are also listed.

When no clients have '*' in the report select the Batch Filter if required then press OK.

Expedient will display a count of the clients to receive the statements. Click Yes to continue.



Expedient will email the statements to the clients and show the following message.



A log report will be sent to the email address identified in the Branch Masterfile for the User.

The log report lists the clients and the email addresses that were sent a statement during the batch send process, plus any clients that could not be sent a statement because no personnel were found to receive the statement, or there was no email address.

A	B	C	D	E
1		Batch Send Log Report - Batch Send End of Month Statement		
2	Batch Sent By	HELEN STAPELY	Batch Number:	32
3			2/09/2014	8:55
4	Client Code	Company Name	Email Address	Document Title
5	AALBSHI	DEVTEST Client AALBSHI	[REDACTED]	Statement
6	AALBSHI	DEVTEST Client AALBSHI	[REDACTED]	Statement
7	AALBSHI	DEVTEST Client AALBSHI	helens@expedientsoftware.com.au	Statement
8	AALBSHI	DEVTEST Client AALBSHI	taniab@expedientsoftware.com.au	Statement
9	AAUSBUI	DEVTEST Client AAUSBUI	helens@expedientsoftware.com.au	Statement
10				
11			The following documents could not be sent as there are no associated email addresses for the document. Add/Update Personnel in the Customer Masterfile and assign the appropriate Document Distribution Group	
12				
13	Client Code	Company Name	Document Title	Reference
14	AARTSTO	DEVTEST Client AARTSTO	Statement	Document Distribution Group Jul-14 Customer Statement
15				

FAQ's

Q: Customer has paid invoice twice, and a refund is required

A:

Step 1

- Go To Debtors / Add-on Write offs
- Enter Date and Client Code
- Leave Invoice No Blank
- In the Detail Lines Section
 - enter the GL code for Contra/Suspense Account
 - Department = 000
 - Enter amount as a MINUS that you wish to remit back to them
 - POST

Step 2

- Go to Banking / General Ledger Cheque
- Enter the details you entered above for the POSITIVE amount
- POST

Q: How do I delete a printed invoice?

A: Invoices cannot be deleted after they have been printed. If the invoice must be corrected by issuing a Credit Note, i.e. create an invoice for the negative value of the incorrect invoice, and journal off in Banking.